



**NATIONAL INSTITUTE OF TECHNOLOGY WARANGAL**  
(Ministry of Education, Govt of India)  
**WARANGAL – 506 004 (Telangana State)**

**Recruitment Advt. No. 02/2023 dated 07.05.2023**

**“NIT WARANGAL STRIVES TO HAVE A WORKFORCE WHICH REFLECTS GENDER BALANCE AND WOMEN CANDIDATES ARE ENCOURAGED TO APPLY”**

**DATE OF PUBLICATION: 07.05.2023**

**OPENING OF ONLINE APPLICATION PORTAL: 10.05.2023 @ 11.00 am onwards**

**CLOSING OF ONLINE APPLICATION PORTAL: 30.05.2023 @ 23.59 hrs.**

Online applications are invited from eligible Indian Citizens to fill up the following posts on **DEPUTATION BASIS** (including Short Term Contract). Eligible candidates can apply through the online recruitment portal available at: [www.nitw.ac.in](http://www.nitw.ac.in).

<b>S. No.</b>	<b>Post</b>	<b>Group</b>	<b>Pay Level</b>	<b>No. of posts</b>
1.	Registrar*	A	14	1
2.	Deputy Registrar	A	12	1
			<b>TOTAL</b>	<b>2</b>

\* Note: Those candidates who have applied against the post of Registrar vide advertisement number 01/2023, need not apply again or pay the application fee. However, they can update their profile, if they so desire. Otherwise, the status of the earlier application will be considered as FINAL. The Institute will consider their candidature along with the candidates applied for the post against Advt. No. 02/2023.

Details of eligibility conditions for the above posts are given below:

**1. REGISTRAR:**

Post Code	NITW/1/23/Registrar
Emoluments	Rs. 1,44,200/- in Level 14 of the 7 <sup>th</sup> central pay matrix + DA + allowances as admissible for Central Government Employees posted in Warangal/ Hanamkonda
Vacancies & Reservations	01, Reservation not applicable
Method of Recruitment	Deputation (including Short Term Contract) for a period of 05 years or till attaining the age of 62 years whichever is earlier, or as fixed by Govt. of India by orders issued in this regard from time to time
Age Limit	56 years
Essential Educational Qualifications & Experience	<p><b>Deputation (including Short Term Contract):</b> Officers under the Central/ State Governments / Universities/ Recognized Research Institutes or Institute of national importance or Govt. laboratory or PSU:-</p> <p><b><u>Educational Qualification &amp; Experience:</u></b></p> <p><b><u>Essential Educational Qualification:</u></b> Masters' degree with at least 55% Marks or its equivalent grade 'B' in the UGC 7 point scale from a recognized University/ Institute.</p> <p><b><u>Experience:</u></b></p> <p>i) Holding analogous post; OR ii) At least 15 years' experience as Assistant Professor in the AGP of 7000/- and above or with 8 years of service in the AGP of 8000/- and above including as Associate Professor along with 3 years' experience in educational administration, OR iii) Comparable experience in research establishment and /or other institutions of higher education, OR iv) 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post in the GP of Rs.7600/- or above.</p> <p><b><u>Desirable:</u></b></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience in computerized administration / legal / financial / establishment matters.</p> <p><b><u>Preferable:</u></b> Candidates having experience in Centrally Funded Technical Institutions</p>
Method of Selection	Selection from among the shortlisted candidates will be done based on the performance in the interview. However, if required, the Institute reserves the right to conduct an objective/ skill test before interview for further shortlisting the candidates.

**2. DEPUTY REGISTRAR:**

Post Code	NITW/2/23/DR
Emoluments	Rs. 78,800- in Level 12 of the 7 <sup>th</sup> central pay matrix + DA + allowances as admissible for Central Government Employees posted in Warangal/ Hanumakonda  Pay and other terms and conditions governing deputation/ foreign service will be regulated as provided by the Department of Personnel & Training vide its O.M. No. DOPT-166755503571 dt.08.09.2022, read with the First Statutes of NITs.
Vacancies & Reservations	01, Reservation not applicable
Method of Recruitment	Deputation (including Short Term Contract), for a period of 05 years.
Age Limit	56 years
Essential Educational Qualifications & Experience	<p><b>Deputation (including Short Term Contract):</b> Officers from the Central/ State Government or Institute of national importance or Universities / University level Institution or PSU / Industry:</p> <p><b>(A)</b></p> <p>(i) Holding analogous post; OR (ii) 10 years of administrative experience at the level of Assistant Registrar in the Pay Level 10 of 7<sup>th</sup> CPC (Grade Pay of Rs.5400/- as per 6<sup>th</sup> CPC) or in the combination of Pay Level 10 or Pay Level 11 or its equivalent.</p> <p>AND</p> <p><b>(B)</b> Possessing Master's degree in any discipline with at least 55% marks or its equivalent Grade in the CGPA / UGC point scale with good academic record from a recognized University/ Institute.</p> <p><b>Desirable:</b></p> <p>i) Qualification in area of Management / Engineering / Law. ii) Experience of working in e-Office system. iii) Experience in computerized administration / legal / financial / establishment matters.</p> <p><b>Preferable:</b> Candidates having experience in Centrally Funded Technical Institutions</p>
Method of Selection	Selection from among the shortlisted candidates will be done based on the performance in the interview. The Institute reserves the right to conduct written test for further shortlisting the candidates.

**GENERAL INSTRUCTIONS**

I)	<p><b>APPLICATION FEE:</b></p> <p>Non-refundable application fee of Rs. 1000/- is payable through the online recruitment portal. Candidate applying for multiple posts should submit separate applications and remit fee for each post. Failing to remit fee in case of applicable category candidates as per the instructions will render rejection of the application. Fee once paid shall not be refunded under any circumstances.</p> <p><b><u>Note: Those candidates who have applied against the post of Registrar vide advertisement number 01/2023, need not apply again or pay the application fee. However, they can update their profile, if they so desire. Otherwise, the status of the earlier application will be considered as FINAL. The Institute will consider their candidature along with the candidates applied for the post against Advt. No. 02/2023.</u></b></p>
II)	<p><b>OTHER CONDITIONS:</b></p> <ol style="list-style-type: none"> <li>1. Before applying, the candidate should ensure that he/she fulfills all the eligibility conditions mentioned in the advertisement. Candidates should ensure that they fill in the correct information. The candidate would be admitted to various stages of the recruitment process based on the information furnished by the candidate in his/her application. Only a summary scrutiny of the application would be made before the final stage of the recruitment process and detailed scrutiny of the eligibility of the candidate would be done only at the final stage of the recruitment process.</li> <li>As such, the candidature of the applicant shall remain provisional till issue of appointment order. NITW would be at liberty to reject any application at any stage of the recruitment process, if the candidate is found ineligible for the post or if it comes to its notice at any stage. The decision of NITW with regard to eligibility of the candidate shall be final. The mere fact that a call letter has been issued to the candidate and allowed to appear in the written test/interview or offered the post or allowed to join, will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application have been accepted as true and correct.</li> <li>2. NITW reserves the right not to fill up any post or even to cancel/restrict/modify/alter the whole process of recruitment without issuing any further notice or assigning any reason thereof.</li> <li>3. Candidates empaneled under waitlist will be offered appointment only if the selected candidate in the select list does not join or ceases to be in employment within one year. The validity of operation of waitlist will be one year from the date of preparation of the select panel or after notifying any such recruitment, whichever is earlier.</li> <li>4. The eligibility criteria including the age, educational qualifications and period of experience, as prescribed in the advertisement will be determined with reference to the last date of receipt of application.</li> <li>5. Posting of the selected candidates would be at the discretion of the Competent Authority as per the availability of vacancies.</li> <li>6. <b>Regulation of terms and conditions governing deputation/ foreign service of employees from Central/ State Governments/ Universities/ recognized Research Institutes or Institutes of national importance or Govt. laboratory or PSU, will be considered as provided by the Department of Personnel &amp; Training vide its Office Memorandum No. DOPT-1667555503571 dt.08.09.2022 read with the NITSER Act &amp; First Statutes of NITs.</b></li> </ol>

	<p>7. In case the Universities/Board, award grades/CGPA/OGPA, the same will have to be indicated in equivalent percentage of marks as per the norms adopted by that University/Board. In the absence of the same, the candidature will not be considered.</p> <p>8. In addition to the Pay and allowances as applicable to the employees posted in the Institute, they would be entitled to the following facilities:</p> <ol style="list-style-type: none"> <li>a) Reimbursement of Children Education Allowance as per Central Government Rules</li> <li>b) Reimbursement of Medical expenses including referral to outside specialized and reputed hospitals for OP/IP for them and their dependent family members.</li> <li>c) Suitable institute residential accommodation in the campus, subject to availability.</li> <li>d) Leave Travel Concession as per Central Government Rules</li> </ol> <p>9. The competent authority/screening committees of NITW reserve all the rights to set higher standards &amp; parameters, to shortlist the candidates, which may include highest qualification prescribed in the Recruitment Rules, desirable/preferable qualifications and/or experience, and other requirements mentioned in the notification/recruitment rules.</p>
<b>III)</b>	<p><b>CANCELLATION OF THE CANDIDATURE</b></p> <p>Candidates are cautioned not to furnish any incomplete, false or misleading information or submit any document which is defective, forged or fabricated or otherwise not admissible. or resort to any sort of malpractice during the selection process. Notwithstanding verification of original documents during various stages of the selection process, if any case of illegality is detected at any stage of the selection process or later on, this Institute reserves the right to cancel candidature or selection apart from taking other appropriate legal actions.</p>
<b>IV)</b>	<p><b>HOW TO APPLY ONLINE:</b></p> <ol style="list-style-type: none"> <li>1. Facility for submission of online application will be available from <b>10-05-2023 at 11:00 am to 30-05-2023 23:59 pm</b> on website of NITW i.e. <a href="http://www.nitw.ac.in">www.nitw.ac.in</a> under the tab "Careers/ Jobs".</li> <li>2. Applications will be accepted through online mode initially. Only one application should be submitted for one post. Candidates should submit separate application for each post, if they intend to apply for more than one post. In such case, application fee should be remitted for each post applied.</li> <li>3. <b>Upon submission of online application, self-attested hard copy of the application shall be routed through proper channel, so as to reach the “Registrar, National Institute of Technology, Warangal – 506 004” within 30 days from the date of closing of online applications, accompanied by the following documents:</b> <ol style="list-style-type: none"> <li>a) <b>Certified copies of APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent;</b></li> <li>b) <b>Vigilance clearance certificate;</b></li> <li>c) <b>No Objection certificate;</b></li> </ol> </li> <li>4. <b>The online application will be treated as advance copy only. In the event of non-receipt of hard copy of the application through proper channel within the stipulated period, candidature will be considered provisionally if No Objection Certificate is provided by that time along with an undertaking that he/she shall arrange for the above documents at the</b></li> </ol>

	<p><b>time of interview, failing which the candidature will be treated as cancelled and no further correspondence will be entertained in this regard.</b></p> <ol style="list-style-type: none"> <li>5. Candidate should read the instructions in the advertisement and online application form carefully before making any entry or selecting any option.</li> <li>6. Before filling application form, candidates should keep ready necessary documents/ certificates required. Candidate is required to fill up personal details and details of post applied for etc. and upload recently taken front facing passport size photograph.</li> <li>7. A valid e-mail ID and Mobile Number is mandatory for submitting application online and email ID should be kept active till the declaration of results. The Institute will send call letter for written test/interview to the registered/given e-mail ID. Candidates may be required to download the call letter from the website of NITW. No correspondence will be sent through post/courier.</li> <li>8. Date, Time, Venue for various stages of selection will be intimated through Website/ call letter only.</li> <li>9. The candidate must ensure that their photo and signature is clearly visible in preview at the time of filling application in online mode. If photo/signature displayed is small or not visible in preview on website, that means photo/signature is not as per the required format and in that case the application will be rejected. Therefore, candidates must ensure that photo and signature are clearly visible.</li> </ol> <p>10. <u>Instruction for uploading Photo and Signature:</u></p> <p>Photo: Image should be of size 165 x 125 pixels in jpg/jpeg format and should not exceed 50 KB with name and date at the bottom of the photograph.</p> <p>Signature: Image should be of size 80 x 125 pixels in jpg/jpeg format and should not exceed 20 KB</p> <ol style="list-style-type: none"> <li>11. For any clarification, candidates may please contact 0870-2462040 between 09.30 am to 06.00 pm (Monday to Friday) or email to: <a href="mailto:support_recruit_admin@nitw.ac.in">support_recruit_admin@nitw.ac.in</a></li> <li>12. For technical support, details or clarification, technical details regarding online application portal, the candidates can email to: <a href="mailto:support_recruit22@nitw.ac.in">support_recruit22@nitw.ac.in</a></li> <li>13. Before clicking the submit button, the candidate is advised to check that all the details filled in are correct. Candidate may also ensure that name, date of birth, etc. are entered correctly in the application form as per Secondary School Certificate (SSC). Any incorrect information may disqualify candidature. After final submission of application, no request for change/correction in any of the information in the application form shall be entertained.</li> <li>14. After submitting the online application form, candidates are required to take print/ save copy of the online application form and preserve it till the certificate verification/all the selection process is completed.</li> </ol>
<p>V)</p>	<p>At the time of certificate verification/ interview, on the informed date, candidates must bring copy of Online application Form submitted along with Original and one set of photo copy of self-attested of the following, documents:</p> <ol style="list-style-type: none"> <li>1. Educational qualifications and technical qualifications (supported by appropriate mark sheets) starting from (SSC) / X standard onwards.</li> <li>2. Date of birth/Proof of age.</li> </ol>

3. No Objection Certificate, Vigilance clearance certificate, and Certified copies of APARs for the last 05 years duly attested on each page by an officer not below the rank of Under Secretary or equivalent, from the current employer, if not forwarded through proper channel within the stipulated time.
4. Any other certificate in respect of claims made in the application form.

**Note: NITW is not responsible for any discrepancy in submitting details through online. The applicants are therefore, advised to strictly follow the instructions. The particulars furnished by the applicant in the Application Form will be taken as final and further processing of the application will be based on these particulars only. Frivolous representation/clarification made through any correspondence without reading the instructions given in the advertisement thoroughly will not be entertained.**

**WARNING: Applications which are not in conformity with the requirement will be rejected. Merely fulfilling of requirements as laid down in the advertisement does not qualify a candidate for consideration. No correspondence will be entertained with candidates not selected for appointment.**

**CANVASSING IN ANY FORM WILL BE A DISQUALIFICATION**

**SELECTIONS IN THIS INSTITUTE ARE MADE PURELY ON MERIT AND CANDIDATES ARE STRONGLY ADVISED NOT TO BRING ANY INDIVIDUAL/POLITICAL INFLUENCE.**

**ANY LEGAL DISPUTE ARISING OUT OF THIS ADVERTISEMENT OR THIS RECRUITMENT IS SUBJECT TO THE JURISDICTION OF WARANGAL/HYDERABAD.**

**REGISTRAR  
NIT Warangal**